

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 11/15/2018**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Mary E Leonard

**BOARD MEMBERS ABSENT:** Cathy Hart  
Zendi F Meharry

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Eric Nelson, Legal Counsel  
Betsy Duncan, Technical Records Specialist II

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association

The meeting was called to order at 9:02 AM MST by Joshua R Thompson. Roll call for Board members was taken.

**LEGISLATIVE REPORT**

Ms. Cory said that the Bureau will be working on putting together legislative outreach meetings similar to the meetings last year with Board members and legislators. She said the Bureau would be reaching out to Board members in the next several weeks to see when they would be available to meet with legislators in their communities.

**INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Cory let the Board know that the Interim Committee had scheduled its next meeting for 11/26/2018 at 10:00 AM.

**DISCIPLINE**

The Board Chair asked Mr Nelson to table presentation of a memorandum regarding case numbers NHA-2018-2 for the next Board meeting for presentation to a larger contingency of Board members.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

### **EXECUTIVE SESSION**

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Williams. The vote was: Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

Ms. Leonard made a motion to come out of executive session. It was seconded by Mr. Williams. The vote was: Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

### **CORRESPONDENCE**

Ms. Leonard made a motion to approve the request by Craig Bunch, NHA -369, to use a course entitled "Recruiting, Selection and Retention" offered by North Idaho College for Continuing Education credit. It was seconded by Mr. Williams. Motion carried.

Mr. Williams made a motion for himself and Bureau staff to draft a response to Rita Dougherty, NHAIT-1201, regarding her inquiry on Domain F, listed on the NHAIT progress report form. It was seconded by Ms. Leonard. Motion carried. The Board's discussion on Domain F will result in removing the reference from the progress report form.

### **APPLICATIONS**

Ms. Leonard made a motion to approve the NHAIT Progress Report for Mel Bingham, NHAIT-1165. It was seconded by Mr. Thompson. Mr. Williams abstained from voting. Motion carried.

Mr. Williams made a motion to table the application for 901163108 for Board review after completion of the application. It was seconded by Ms. Leonard. Motion carried.

### **CONTINUING EDUCATION FOR AUDIT AND REINSTATEMENT**

Mr. Williams made a motion to have Ms. Leonard review the CE submissions for audit and the CE for reinstatement after the conclusion of the meeting and contact Mr. Thompson with questions that may arise. It was seconded by Ms. Leonard. Motion carried.

**NEXT MEETING** was confirmed for 01/18/2019 at 9:00 AM MST.

**ADJOURNMENT**

Mr. Williams made a motion to adjourn the meeting at 9:54 AM MST. It was seconded by Ms. Leonard. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Mary E Leonard

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Zendi F Meharry

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Tana Cory, Bureau Chief